

**Robert C. Byrd Honors Scholarship Program  
Performance Report  
(2000-01 Award Year)**



U.S. DEPARTMENT OF EDUCATION  
HIGHER EDUCATION PROGRAMS  
WASHINGTON, D.C. 20202-8512

**REPORT PERIOD ENDING: JUNE 30, 2001**  
**STATE:** \_\_\_\_\_

**\*\*\*READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS FORM\*\*\***

**SECTION I: AWARDS BY TYPE OF POSTSECONDARY INSTITUTION**

TYPE OF INSTITUTION	TOTAL NUMBER OF RECIPIENTS	AMOUNT PAID
A. IN-STATE PUBLIC INSTITUTIONS	_____	\$ _____.
B. IN-STATE PRIVATE INSTITUTIONS	_____	\$ _____.
C. OUT-OF-STATE PUBLIC INSTITUTIONS	_____	\$ _____.
D. OUT-OF-STATE PRIVATE NON-PROFIT INSTITUTIONS	_____	\$ _____.
E. TOTAL	_____	\$ _____.

**SECTION II: DISBURSEMENT ACTIVITIES**

A. ALLOTTED FUNDS USED FOR SCHOLARSHIPS	\$ _____.
B. ALLOTTED FUNDS RESERVED FOR EXPENDITURES	\$ _____.
C. ALLOTTED FUNDS RELEASED TO DEPARTMENT OF EDUCATION	\$ _____.
D. CARRYOVER FUNDS FROM THE PREVIOUS YEAR (AY 1999-00) NOT USED IN THE 2000-01 AWARD YEAR, RELEASED TO THE DEPARTMENT OF EDUCATION	\$ _____.

**SECTION III: STUDENT DATA**

A1. THE NUMBER OF SCHOLARS WHO GRADUATED FROM AN INSTITUTION OF HIGHER EDUCATION (IF AVAILABLE) \_\_\_\_\_

A2. THE NUMBER OF SCHOLARS WHO RECEIVED 4 YEARS OF THE AWARD \_\_\_\_\_

B. THE NUMBER OF NON-RENEWED SCHOLARSHIP RECIPIENTS \_\_\_\_\_

(1) Number ineligible due to academic reasons \_\_\_\_\_

(2) Number ineligible due to less than full-time status \_\_\_\_\_

(3) Number of ineligible due to leaving postsecondary education institution \_\_\_\_\_

C. DISTRIBUTION OF ALL SCHOLARSHIPS BY CLASS LEVELS \_\_\_\_\_

a. Freshman \_\_\_\_\_ b. Sophomore \_\_\_\_\_ c. Junior \_\_\_\_\_ d. Senior \_\_\_\_\_

**SECTION IV: CERTIFICATION BY AUTHORIZED AGENCY OFFICIAL**

I CERTIFY that the information provided in this Performance Report is based upon information reflected in the official accounting and program records of this agency. Upon request, such records will be made available to the Secretary or his delegate for review.

NAME AND TITLE OF AUTHORIZED OFFICIAL \_\_\_\_\_ DATE \_\_\_\_\_

NAME AND ADDRESS OF STATE AGENCY \_\_\_\_\_ E-mail Address \_\_\_\_\_

Phone Number \_\_\_\_\_

# INSTRUCTIONS

## The Robert C. Byrd Honors Scholarship Program Performance Report Academic Year 2000-2001 (ED Form E40-33P)

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1840-0598. The time required to complete this information collection is estimated to average 2.5 hours (or 150 minutes) per response, including the time to review instructions, search existing data resources, and gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-5335. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Dr. Argelia Velez-Rodriguez, U.S. Department of Education, 1990 K Street, NW, 6<sup>th</sup> Floor, Washington, D.C. 20006-8512

### **Frequency of Reports**

The Robert C. Byrd Honors Scholarship Program Performance Report is submitted once a year. This report covers your FY 1999 allotment, for scholarship awards between July 1, 2000 through June 30, 2001.

### **Submission of Reports**

The signed original of the Robert C. Honors Byrd Scholarship Program Performance Report should be sent to:

Dr. Argelia Velez-Rodriguez  
Robert C. Byrd Honors Scholarship Program  
U. S. Department of Education  
1990 K Street, 6<sup>th</sup> Floor  
Washington, D.C. 20006-8512

### **Preparation of Reports**

#### **Section I:** - Awards by Type of Postsecondary Institution

Enter the total number of scholarship recipients and the total amount of program funds awarded to those recipients for attendance at in-State and out-of-state public and private nonprofit institutions of higher education.

#### **Section II:** - Disbursement Activities

The sum of the amounts reported in this section must equal the amount of your FY 2000 allotment plus any funds that you reserved for expenditures in this year, as reported on item II.D, of your FY 1999 Byrd Performance Report.

- A. Enter the total amount of funds drawn down from the U.S. Department of Education for FY 2000 allotment plus any carryover funds that were awarded to scholars during the period extending from July 1, 2000 through

June 30, 2001. Report all funds that were obligated for FY 1999 scholarships during this period, even if the funds were not actually disbursed to recipients during this period.

- B. Enter the total amount from your FY 2000 allotment that has been reserved for use in the subsequent award year, as provided by the terms and conditions of the award.
- C. Enter the total amount of unexpended funds from the current FY 2000 allotment that has been or is hereby released to the U.S. Department of Education for deobligation.
- D. Enter the total amount of unexpended carryover funds from the previous year (FY 1999) not used from July 1, 1999 June 30, 2000 that has been or is hereby released to the U.S. Department of Education for deobligation.

#### **Section III:** - Student Data

Enter the total number of participants for each category for your State.

#### **Section IV:** - Certification by Authorized Agency Official

An authorized official of the State educational agency that has an agreement with the U.S. Department of Education to participate in the Robert C. Byrd Honors Scholarship Program must sign the certification statement. (NOTE: Since the State educational agency is the entity that has legal responsibility for administration of the program, an authorized official of that agency must sign this statement even if the State educational agency has delegated certain administrative responsibilities to another agency.)

**REVIEW GUIDE OF THE AY 2001-01  
ROBERT C. BYRD HONORS SCHOLARSHIP PROGRAM  
PERFORMANCE REPORT**

**BEFORE YOU MAIL THE PERFORMANCE REPORT**

**PLEASE CHECK THE FOLLOWING:**

**SECTION I.**

- ✓ The recipient "TOTAL" (E) must equal the sum of the recipients (A+B+C+D).
- ✓ The "Amount Paid" total (E) must equal the sum of the amounts paid in (A+B+C+D).
- ✓ The "Amount Paid" total for each type of institution (A through D) must equal \$1,500 for new and renewal, times the number of recipients for each type of institution.

**SECTION II.**

- ✓ The Amount Paid in "A" must equal the Total Amount Paid in Section I "E." The amount in "A" should include your --
  - (1) FY 2000 allotment used for scholarships, and
  - (2) FY 1999 scholarship funds that you reserved in Section II "B" of your 1999-00 Performance Report. The FY 1999-00 carryover funds must have been obligated by September 30, 2001. You can not obligate those funds after that date. If you used such funds after September 30, 2000 you must deobligate those FY 1999 funds to the Department in Section II "D." Any scholarship erroneously awarded with those funds must be made good from available FY 1999 State funds.
- ✓ The sum of A+B+C+D must be equal to the State's total FY 2000 allotment plus any funds carried over from the 1999-00 Performance Report.

**SECTION III.**

Self-explanatory.

**SECTION VI.**

Self-explanatory.

Date: November 1, 2001

Dear Colleague:

Enclosed is the Robert C. Byrd Honors Scholarship Program Performance Report (OMB Number 1840-0598) for academic year 2000-2001. Deadline to submit the report is January 15, 2002. That is, it should be postmarked no later than **January 15, 2002**. For your convenience, we are enclosing a review guide to assist you in assuring that the form is completed properly.

All AY 2001 funds should have been expended by September 30, 2001. It is possible that a State may not have expended all of its AY 2000-2001 allotment of funds by June 30, 2000. You have until November 30, 2001 to expend these funds. However, it is important that you adhere to the following instructions for reporting funds expended after June 30, 2000:

- a) If all AY 2000-2001 funds have been expended by the date on which you prepare the report, complete the report indicating how available funds were used.
- b) If all AY 2000-2001 funds have not been expended by the date on which you prepare the report, use this report to cover the period July 1, 2000 through June 30, 2001. If a corrected report covering the period July 1, 2000 through June 30, 2001 was necessary, it must be submitted no later than February 15, 2002.
- c) The report form and instructions may be downloaded from IDUES website at <http://www.ed.gov/offices/OPE/HEP/idues/>. The completed report may be sent to IDUES via fax at (202)-502-7561 or by e-mail to Dr. Argelia Velez-Rodriguez at [argelia.velez-rodriguez@ed.gov](mailto:argelia.velez-rodriguez@ed.gov) or to Mr. Darryl Davis at [darryl.davis@ed.gov](mailto:darryl.davis@ed.gov). If you decide to submit your report by mail the mailing address is:

Dr. Argelia Velez-Rodriguez, or to Mr. Darryl Davis  
Robert C. Byrd Honors Scholarship Program  
U. S. Department of Education  
1990 K Street, NW, 6<sup>th</sup> Floor  
Washington, DC 20006-8512

If you have any questions about completing this form, you can contact Dr. Velez-Rodriguez at (202) 502-7582 or Mr. Darryl Davis at (202) 502-7657. We appreciate your usual cooperation and patience.

Sincerely,

Margarita Benitez  
Director  
Institutional Development and  
Undergraduate Education Service

Enclosure